

Te Tahua Whakahaumarū | Creative Arts Recovery
and Employment (CARE) Fund

Ngā Wāhi Auaha | Creative Spaces

Ngā tohutohu tono – Wāhanga tuatahi
Application guide – Round one

Round one open: **24 February 2021**

Round one closes: **12:00pm 24 March 2021**



Contents

What is the Creative Arts Recovery and Employment (CARE) Fund?	3
Creative Spaces overview	3
Support from Arts Access Aotearoa.....	4
Key dates for round one.....	6
Questions or enquiries	6
Eligibility.....	7
What we will fund.....	9
Completing your application form	11
Application evaluation process	16
How to apply	18
Need help?	18
Protecting your information	18

He aha Te Tahua Whakahaumarū? | What is the Creative Arts Recovery and Employment (CARE) Fund?

Ka whakarite te Tahua Whakahaumarū i ētahi huarahi e whai mahi ai, e whai whakangungutanga ai hoki ētahi, ka whakaūngia ngā tino pūkenga, ngā pūmanawa me ngā hanganga auaha kia kore ai e ngaro, ā, ka whakapūmautia, ka whakawhānuihia hoki te wātea o te tūmatanui ki ngā kaupapa auaha, ahurea anō hoki.

The CARE Fund will create employment and training opportunities, ensure vital skills, talent and creative infrastructure are not lost, and maintain and expand public access to creative and cultural experiences.

The Creative Spaces initiative is part of the Culture and Wellbeing funding stream.

An overview of the CARE Fund is available on the Manatū Taonga website:

<https://mch.govt.nz/cross-sector-initiatives/care-fund-overview>

He tiro whānui ki Ngā Wāhi Auaha | Creative Spaces overview

Ko te **wāhi auaha** ko tētahi whakahaere ko tāna take matua he whakawātea i te ara ki ngā kaupapa mahi toi me ngā whakaputanga auaha mō ngā tāngata e raru ana ki te uru atu ki roto ēnei momo kaupapa.

A **creative space** is an organisation or group whose primary purpose is to provide access to art-making activities and creative expression for people who experience barriers to participation.

This initiative provides funding for creative spaces to:

- increase access to, and participation in, creative activities for groups of people in Aotearoa who experience barriers to participation.
- create employment for creative professionals in the form of new outreach roles and provide additional stability for existing roles through increased hours for part-time and casual staff

There will be two rounds of funding for the Creative Spaces initiative:

- round one is open now and will close at 12pm on 24 March 2021
- round two is expected to open in early May and is aimed at creative spaces that need more time or support to apply.

Note: The funding options, eligibility criteria and other fund settings will remain the same across both funding rounds.

Creative spaces can apply for up to \$150,000 (plus GST if the organisation is GST registered) per year over three years.

There are two funding options. You can apply for one or both of these:

- new outreach roles to expand your organisation's services beyond its existing client base
- additional staff hours to expand your organisation's services beyond its existing client base.

If you apply for both funding options, the maximum funding available is still a total of \$150,000 per year.

Please note that funding in years two and three is contingent on the creative space achieving the performance outcomes outlined in the funding agreement.

This application guide will help you understand whether your organisation is eligible to apply for funding and the information your proposal will need to include.

Ngā tautoko mai a Putanga Toi ki Aotearoa | Support from Arts Access Aotearoa

Arts Access Aotearoa is contracted by Manatū Taonga to provide support to creative spaces during and after the application process for both round one and round two.

He tautoko i te tono | Application support

Arts Access Aotearoa will support creative spaces to prepare their applications, incorporating best practice in the sector and providing constructive feedback, prior to applications being submitted to Manatū Taonga.

This support is intended to provide creative spaces with the best possible chance of submitting a successful application. Please note that funding recommendations are made by an evaluation panel, administered by Manatū Taonga and including members with sector knowledge and expertise, and final funding decisions are made by Manatū Taonga.

While there is no requirement to seek support from Arts Access Aotearoa, we encourage creative spaces to contact the Arts Access Aotearoa funding advisors for advice early in the application process. To contact Arts Access Aotearoa please:

Email: fundingsupport@artsaccess.org.nz

Te tautoko tonu | Ongoing support

Arts Access Aotearoa will work with successful applicants during the period of funding to increase interconnectivity across the network and to help creative spaces to source longer-term, sustainable funding.

Arts Access Aotearoa will also collect and assess all reporting material and monitor the performance of creative spaces through the term of the funding agreement.

Funding agreements will be between the creative space and Manatū Taonga, however, as an applicant, you need to be aware that if successful:

- you will be contractually required to provide Arts Access Aotearoa with quarterly and annual reports about funding received through this fund and any funded activities
- this collected data will be kept in a confidential data collection management system and will be used by Arts Access Aotearoa to monitor the performance of the creative spaces
- Arts Access Aotearoa will monitor performance and, along with Manatū Taonga, will work closely with creative spaces to make improvements where performance issues are identified.

A collation of all collected information and performance information will be submitted to Manatū Taonga, by Arts Access Aotearoa, on a quarterly and annual basis.

Ngā rā matua mō te wāhanga tuatahi | Key dates for round one

Applications open: 24 February 2021

Applications close: 12:00pm on 24 March 2021

- Emailed applications must be received by **12:00pm Wednesday 24 March 2021**.
- Posted applications must be postmarked on or before **Tuesday 23 March 2021**.

Please note: we will not be able to consider incomplete or late applications.

We expect to communicate funding decisions to applicants from late April 2021 and make payments in May 2021. We will keep applicants updated with any changes to timing.



[Sign up to our e-newsletter](#) to keep up to date with announcements for round two.

Ngā pātai | Questions or enquiries

If you have any questions about eligibility or completing this application, please contact Arts Access Aotearoa at: fundingsupport@artsaccess.org.nz

For other queries, please contact the Manatū Taonga team at: support.culture@mch.govt.nz.

Please note that we will endeavour to provide responses to any enquiries or questions received on or after **Friday 19 March**. However, we cannot guarantee that we will be able to provide a response to these queries before the fund closes.

Māraurautanga | Eligibility

The information below is to help you understand if your organisation can apply for funding from the Creative Spaces initiative.

Eligibility criteria for the Creative Spaces initiative will remain the same for rounds one and round two.

Note: eligibility will differ for other CARE Fund initiatives and other initiatives in the wider Cultural Sector Regeneration Fund.

E whakaaetia ana tō whakahaere? | Is your organisation eligible?

E whakaaetia ai tō tono ki tēnei tahua, me noho tō whakahaere hei wāhi auaha. Ko te wāhi auaha ko tētahi whakahaere ko tāna take matua he whakawātea i te ara ki ngā kaupapa mahi toi me ngā whakaputanga auaha mō ngā tāngata e raru ana ki te uru atu ki ēnei momo kaupapa.

To be eligible for this fund, your organisation must be a creative space.

A **creative space** is an organisation or group whose primary purpose is to provide access to art-making activities and creative expression for people who experience barriers to participation.

Examples of **art-making activities** include, but are not limited to: visual arts, theatre and performance, dance, circus, music, film and video, craft arts, cultural and heritage arts (e.g. ceramics, sculpture, whakairo), and creative writing.

Barriers to participation include intellectual or physical disability, neurological conditions, mental illness, age-related vulnerability (seniors or youth), cultural or social isolation, or poverty.

Te tūranga ā-ture o te whakahaere | Organisation legal status

Your organisation must be one of the following:

Legal status types
An incorporated society, trust, company, charitable trust or other legal entity: <ul style="list-style-type: none">– which is not for the purpose of providing profits or gains for any member or shareholder– AND whose governing rules or constitution restrict the distribution of funds to any member or shareholder
OR
An unincorporated organisation or group with no legal status <ul style="list-style-type: none">– which has been operating for at least 12 months– AND operates under an umbrella organisation that is a legal entity:

- which is not for the purpose of providing profits or gains for any member or shareholder
- **AND** whose governing rules or constitution restrict the distribution of funds to any member or shareholder

E whakaaetia ana tō tono? | Is your proposal eligible?

If you are a creative space, and meet the legal status requirement above, you can apply for funding for one or both of the following:

Funding option	What we are looking for
<p>One: New outreach roles to expand your organisation’s services beyond its existing client base</p>	<p>New outreach role(s) to further support the access needs of your creative space community by extending your services to communities and people who experience barriers to participation.</p>
<p>Two: Additional staff hours to expand your organisation’s services beyond its existing client base</p>	<p>Additional hours for existing staff (part-time and/or casual) in current outreach and engagement role(s) and/or additional hours for other existing staff to improve the administration or marketing/communications of your creative space. The additional hours must support the outcome of increased access to, and participation in, creative activities for people who experience barriers to participation.</p>



To be eligible your proposal must be for new outreach roles and/or additional staff hours to expand your organisation’s services beyond its existing client base.

He aha tā mātou e tautoko ā-pūtea ai? | What we will fund

Funding option one – new outreach roles

We will fund the following activities for three years:

- salaries or wages for new outreach roles
- business overhead expenses for each new role. A general rule with business overheads is a ratio of 20-30% of the salary cost. This covers expenses such as KiwiSaver and ACC contributions, and a contribution to management and operation costs.
- operating costs directly linked to the outreach work being undertaken by the new staff. This includes, but is not limited to, travel costs to outreach locations or hire of outreach community spaces.
- one-off, reasonable onboarding expenses (in the first year only) for new staff, such as recruitment and technology costs.

Funding option two – additional staff hours

We will fund the following activities for three years:

- additional hours for existing staff (part-time and or casual) in current outreach and engagement role(s)
- additional hours for other existing staff to improve the administration or marketing/communications of your creative space, which will directly result in increasing access for the existing client base.
- operating costs directly linked to the outreach work being undertaken during the additional hours. This includes, but is not limited to, travel costs to outreach locations, hire of outreach community spaces.
- business overhead expenses related to the additional hours. A general rule with business overheads is a ratio of 20-30% of the salary/wage/hourly cost. This covers expenses such as KiwiSaver and ACC contributions, and a contribution to management and operation costs.

He aha tā mātou e kore nei e tautoko ā-pūtea | What we will not fund

We will not support applications for funding:

- to appoint permanent staff members
- for capital works (e.g. new building projects or building works) due to additional staff employed
- rent for creative space premises, current or new

- additional hours for roles that cannot be directly linked to improving access or participation in creative activities by communities or groups with access needs or people who experience barriers to participation.

He aha tā mātou e whakaarotau ai | What we will prioritise

The funding available for the Creative Spaces initiative is capped at \$6m per financial year over three years, which means all applicants may not receive the maximum grant available.

We will prioritise funding for creative spaces that demonstrate one or more of the following:

- that they work with high need communities where comparable services are limited
- that they can extend the delivery of services for Māori and Pacific populations
- that funding through this initiative will not disrupt or result in the withdrawal of any other existing funding for the organisation.

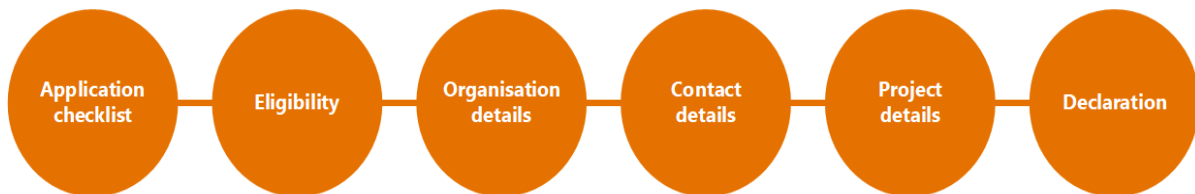
The evaluation panel will also take into consideration:

- the proportionality of funding requested in relation to the size of the community that will benefit.

Te whakaoti i tō puka tono | Completing your application form

I a koe e whakaoti ana i te tono, me mātua whakaoti koe i ngā wāhanga katoa, e whakaatuhia mai ana i raro nei.

When completing the application, you must ensure that you complete all sections, as shown below.



Please answer all questions or enter N/A in fields where you have no information to provide. **Incomplete applications will not be considered.**

Please read each section carefully and provide all relevant information and supporting documentation.

- The 📎 icon indicates that you need to attach supporting documentation.
- Please mark boxes with an X.

A few key sections of the application form are discussed below to provide you with additional support and guidance when completing the form.

Wāhanga 1: Te rārangi arowhai i te tono | Part 1: Application checklist

Before sending your application to Manatū Taonga please complete the application checklist in Part 1 of the application form. Use this checklist to ensure that you have met all requirements and gathered all the relevant information.

Wāhanga 3.1: Te ingoa o te whakahaere | Part 3.1: Organisation name

This section specifically requests the name of your organisation. If your organisation doesn't have a legal name, please provide the name that your organisation operates under.

Wāhanga 3.2: Te tūrangā ā-ture | Part 3.2: Legal status

To be eligible for funding, creative spaces must meet the legal status requirements or operate under an umbrella organisation that meets the legal status requirements.

If your organisation has the required legal status

Please provide both the type of legal status (e.g. Charitable Trust) as well as the legal status identifier i.e. the number given by the Charities Commission or your NZBN.

If you operate under an umbrella organisation

Please provide the legal name, legal status (e.g. Charitable Trust) and legal status identifier i.e. the number given by the Charities Commission or your NZBN, for the umbrella organisation.

In addition, please attach your agreement or agreed set of rules with the umbrella organisation. This could be a Memorandum of Understanding or an operating policy agreed by both parties.

Wāhanga 5.1: Te tono āmiki | Part 5.1: Detailed proposal

For each funding option you are applying for, you need to provide a detailed proposal. **Each separate proposal must be no longer than three A4 pages.**

If more than three pages are supplied, we will only consider the first three pages when evaluating your application. **No additional information or attachments will be considered.**

Outlined below is the information that your proposal needs to cover.

Funding option one: new outreach role(s) to expand the organisation's services beyond its existing client base

If you are applying for new outreach roles, please tell us:

- what activities you intend to have the new outreach role(s) deliver and how you intend to deliver those activities
- how the new outreach staff role(s) will provide your services to people beyond your current client base
- which communities and groups of people, and how many, beyond your current client base, do you expect to directly benefit, and how they will benefit
- what is the indicative proposal timeline, including start and end dates and timing for key activities
- how you will measure the success of your proposal.

Funding option two: additional staff hours to expand the organisation's services beyond its existing client base

If you are applying for additional staff hours, please tell us:

- the current roles/experience/skills of the part time/casual staff who will undertake the additional hours
- the activities you intend them to deliver and how you intend to deliver those activities
- how the additional hours will contribute to expanding your current client base
- which communities and groups of people, and how many, beyond your current client base, do you expect to directly benefit, and how they will benefit
- what is the indicative proposal timeline, including start and end dates and timing for key activities
- how you will measure the success of your proposal.

Wāhanga 5.2: Ko ēhea rohe ka whai hua | Part 5.2: Which region(s) will benefit

We are interested in which regions and communities/districts/towns/iwi/hapū will directly benefit from your proposal.

- please complete the table in the application form by marking X next to those regions which will benefit
- please include the names of the communities/districts/towns/iwi/hapū which will benefit.

Wāhanga 5.3: Ngā pūtea tautoko e whakaarotautia ana | Part 5.3: Fund priorities

We will prioritise funding for creative spaces that can demonstrate one or more of the following:

- **that they work with high need communities where comparable services are limited**

Where possible, provide evidence or explanation of why the communities you work with are high need and the lack of comparable services in your area. Communities might include groups of people based on:

- geography
- ethnicity
- access needs
- other groups of people that you work with.

Please describe how your proposal will increase access and participation for these high need communities.

- **that they can extend the delivery of services for Māori and Pacific populations**

Please explain how increased access and participation for Maori and Pacific populations will be achieved.

- **that funding through this initiative will not disrupt or result in the withdrawal of any other existing funding for the organisation**

Manatū Taonga wants to ensure that if you receive funding, it will not duplicate or negatively impact funding received from other sources. Please let us know if receiving funding through this initiative will disrupt or result in the withdrawal of any other existing funding for your organisation.

- a. If you state that there will be no disruption or withdrawal of existing funding to your organisation, you will need to demonstrate this e.g. through a formal letter of agreement from an existing funder.
- b. If there is a potential for disruption or withdrawal of existing funding, please describe the potential impact and what actions are in place to mitigate this.

Wāhanga 5.4: Te tahua o te tono | Part 5.4: Proposal budget

You **must** use the budget template provided on the website at: <https://mch.govt.nz/cross-sector-initiatives/creative-spaces>. This ensures applications can be consistently evaluated.

Ensure you consider all costs associated with the proposal to be sure that no important costs are overlooked in your budget, noting what we will and won't fund (on page 9 and 10).

Remember:

- if your organisation is not GST registered, GST does not need to be considered when developing your budget. Please just provide the actual costs of your proposal.
- if your organisation is GST registered, please provide GST exclusive costs in the budget. GST will be paid, in addition to your budget costs, when any payments are processed.

Wāhanga 5.5: Ko te wāriu o te pūtea i tonohia | Part 5.5: Funding amount applied for

Fill in the table in the application form on page 15 indicating the amount of funding you are applying for.

Please record if your organisation is GST registered, include your GST number, and confirm that the value of the funding that you are applying for is GST exclusive.

Please ensure that this information matches the amount on your completed budget template. If your application is successful, the total amount awarded may be published.

Te tūkanga arotake i te tono | Application evaluation process

Ka arotakengia ngā tono kua whakakīia katoatia, e whakaaetia ana hoki e tētahi pae e whakahaerehia ana e te Manatū Taonga me ētahi tāngata he mātauranga, he mōhiotanga hoki o rātou mō te rāngai.

Complete applications from creative spaces will be evaluated by a panel, administered by Manatū Taonga and including members with sector knowledge and expertise. The panel may make a recommendation to award a different level of funding than the amount applied for.

Based on panel recommendations, final decisions on the allocation of funding will be made by Manatū Taonga. We expect to communicate decisions to applicants from late April 2021.

The panel will be evaluating applications against the evaluation criteria in the table below:

Criteria	Intent	Weighting
Proposal	Does the proposal clearly explain the new role(s)/additional hours, their activities, and the impacts that they will have for people who experience barriers to participation?	50%
Priorities	Does the proposal align with the priorities? (10% for each priority)	30%
Budget	Is the budget reasonable, easily understood and proportional?	20%

Please contact support.culture@mch.govt.nz if you have any questions about the evaluation process.

Ka aha ki te angitū taku tono? | What happens if I am successful?

We will contact you to discuss a funding agreement for your proposal. An example funding agreement is available for you to read on the Manatū Taonga website at <https://mch.govt.nz/cross-sector-initiatives/creative-spaces>. This sets out the terms and conditions for successful applicants.

Please note Arts Access Aotearoa's role in collecting and assessing all reporting material and monitoring the performance of creative spaces through the term of the funding agreement (see page 4 and 5).

Once funding agreements are finalised, we may publish the following on the Manatū Taonga website:

- organisation name
- amount awarded.

Ka aha ki te kore e angitū taku tono? | What happens if I am unsuccessful?

You will be notified of the outcome of your application from late April 2021. This notification will include feedback from the evaluation panel on potential areas for improvement to your application. Unsuccessful applicants in round one may work with Arts Access Aotearoa and reapply in round two.

Wāhanga tuarua | Round two

Round two of the Creative Spaces initiative is expected to open in early May 2021 and is aimed at creative spaces that need more time or support to apply.

After round one outcomes are known, eligible creatives spaces can also apply in round two if the following scenarios apply:

Scenario	Creative spaces can:
Partially successful application in round one: Applied for both funding options but only funded for one.	Submit an improved application in round two for the unsuccessful funding option
Unsuccessful application in round one: Did not receive any funding in round one	Submit an improved application in round two
Only applied for one funding option in round one: Submitted an application in round one for only one funding option	Apply in round two for the funding option that was not previously applied for

In all scenarios, round two applicants may seek support from Arts Access Aotearoa to develop or improve their application.

Me pēwhea te tono? | How to apply

Complete the application form and budget template and send to:

Email: support.culture@mch.govt.nz

Post: ATTN: Creative Spaces initiative – round one

Ministry for Culture and Heritage

PO Box 5364

Wellington 6140



Emailed applications must be received by **12:00pm Wednesday 24 March 2021**.

Posted applications must be postmarked on or before **Tuesday 23 March 2021**.

Note that posted applications must be postmarked on or before 23 March 2021 to ensure that the application is posted prior to the fund closure time and date of 12.00pm Wednesday 24 March. Any mail postmarked 24 March 2021 cannot be confirmed as posted before 12.00pm and therefore cannot be confirmed as submitted within the deadline. Late applications will not be considered.

Kei te pīrangi āwhina? | Need help?

If you have further questions, please refer to the **Q&A section** on the Manatū Taonga website at: <https://mch.govt.nz/cross-sector-initiatives/creative-spaces-questions-and-answers>. We'll be updating this with answers to commonly asked questions throughout the application period.

Whakapā mai ki a mātou? Need to contact us?

If you have any questions about eligibility or completing this application, please contact Arts Access Aotearoa at: fundingsupport@artsaccess.org.nz

For other queries, please contact the Manatū Taonga team at: support.culture@mch.govt.nz.

Please note that we will endeavour to provide responses to any enquiries or questions received on or after **Friday 19 March**. However, we cannot guarantee that we will be able to provide a response to these queries before the fund closes.

Te tiaki i ō pārongo | Protecting your information

The following information outlines what we will do with the information you provide. If you have any concerns about personal information we hold, please contact the Manatū Taonga Privacy Officer at privacy@mch.govt.nz.

- Manatū Taonga will only use personal information collected as part of the application process for the purposes of administering the Cultural Sector Regeneration Fund and any grants made under it.
- Arts Access Aotearoa will only use personal information collected as part of the application process for the purposes of supporting creative spaces in applying for the Creative Spaces initiative and any grants made under it.
- By submitting an application, the applicant authorises Manatū Taonga to disclose information to, or obtain information from, any other government department or agency, private person, or organisation, for these purposes.
- Manatū Taonga will hold all personal information securely and will only disclose it on request if it is legally obliged to do so. Once it is no longer required, information will be securely archived or destroyed, in accordance with the Public Records Act 2005.
- Arts Access Aotearoa will keep all personal information in a confidential data collection management system and will only disclose it on request if it is legally obliged to do so.